



Department of Education  
Region VI – Western Visayas  
**DIVISION OF AKLAN**  
Arch. Gabriel M. Reyes St., Kalibo, Aklan



March 19, 2019

**DIVISION MEMORANDUM**

No. 96, s. 2019

**UPGRADING OF POSITIONS OF SENIOR HIGH SCHOOL TEACHERS**

To: Chief Education Supervisors  
Education Program Supervisors  
Public Schools District Supervisors  
Heads of Public Secondary/Integrated Schools  
Public Senior High School Teachers Concerned

1. This is to inform all concerned that the upgrading of Senior High School (SHS) teachers to a higher position shall be done through approved Equivalent Record Form (ERF).
2. All **qualified** SHS teachers concerned are hereby advised to prepare their documents pertinent to ERF and submit the same to the Division Human Resource section. They may see their school head, or the division Human Resource Section for the checklist of requirements.
3. Immediate and wide dissemination of this memorandum is enjoined.

Dr. **SALVADOR O. OCHAVO, JR.**, CESO VI  
Schools Division Superintendent *SO*

Enclosure: None  
Reference: None  
To be indicated in the Perpetual Index  
Under the following subjects:

POLICY                      QUALIFICATIONS                      TEACHERS

*"May katawhayan ag kalipayan sa among mga escuelahan."*